

CURRENT PERFORMANCE WORK STATEMENT (PWS) TO BE REPLACED WITH THE  
FOLLOWING REVISED PWS:

Performance Work Statement  
CONUS Support Base Services (CSBS)

C.1 GENERAL

C.1.1 Overview

C.1.1.1 The CSBS contract is the primary IMCOM vehicle for the Installation Management Command (IMCOM) garrisons to obtain staff augmentation support services for non-governmental in nature (GIN) tasks that exceed organic capabilities. The Global War on Terrorism (GWOT) and Army Transformation have caused major surges related to Active Component (AC) deployment/redeployment and restationing, and Reserve Component (RC) mobilization/demobilization and medical holdover (MHO) support. The CSBS contract is designed to provide these garrison augmentation services through a flexible, Multiple Award Task Order Contract (MATOC) that obtains the needed support without creating excess capability. Services ordered through the CSBS MATOC will relieve military units and personnel from providing those non-GIN functions addressed in the 12 task areas of the contract.

The PPPs are major AC and designated RC installations that have the capability to house, train and deploy one or more AC or RC Brigade Combat Teams (BCTs) and or their combat support (CS) and combat service support (CSS) functional equivalents. PPPs may also serve as primary mobilization stations in all mobilization postures. The PSPs are AC or RC installations that have the capability to house, train, and deploy primarily CS and CSS units smaller than brigade size. PSPs are not normally used as primary mobilization stations during less than full mobilization posture. The Power Generation Platforms are major AC and RC installations that are normally designated as primary mobilization stations when mobilization posture is declared.

C.5 DESCRIPTION OF SERVICES

C.5.1 This Performance Work Statement (PWS) conveys the basic requirements, performance standards and assessment measures that will apply to all issued CSBS Task Orders (TOs). The requirements and performance standards were developed from installation input provided through the IMCOM Regions. Performance standards, when stated in the CSBS Performance Work Statement (PWS), provide a general basis for measuring the performance of each requirement associated with the standard. The absence of performance standards in the CSBS PWS infers that their issuance will be made solely at the TO level.

C.5.2 The TOs shall state specific requirements, performance standards and metrics within the scope of the CSBS PWS. Security clearances will be required for certain requirements. The TO shall specify the security clearance level necessary for specific tasks. The 2004 Service Performance Measure Standards of the 95 Army Baseline Services that installations provide to customers (<http://isr.hqda.pentagon.mil/svcpmstds.htm>) may be used to

develop specific TO performance standards and metrics. An additional reference includes the Information Technology Metric website (<http://doim.army.mil/itmetrics>). TO metrics shall reflect one or more of the following measures:

- a. Quality of Service (Percentage of contractor's Task Orders having met or exceeded the targeted quality of service)
- b. Scheduling - Timeliness of Performance (the percentage of units processed on or before scheduled time frames)
- c. Cost Effective (Task orders completed at or below costs established)

C.5.3 SCOPE OF WORK: CONUS is defined as only the contiguous 48 States. Contractors shall provide support to the individual Power Generation Platforms (PGPs) on a locally coordinated basis. TOs shall be tailored to the needs of each installation and are not limited solely to support of mobilizing RC forces. Task orders may be written to backfill installation support normally provided by deployed active component (AC) soldiers and to augment installation staffs for AC and RC support. Contracts shall be capable of scope expansion and reduction on a contingency basis to best support this process. Future modifications to these requirements may cause amendment to this work statement and an associated increase or decrease in levels of, and resources for, contractor support. As currently envisioned, this support will be provided for an indefinite, undefined term which corresponds to the duration of OEF and OIF and all subsequent rotations thereof.

C.5.3.1 POWER GENERATION PLATFORMS (PGPs): The PGPs, PPPs, and PSPs identified for this acquisition are as follows:

Power Generation Platforms (PGPs)

Ft. Bliss, TX  
Ft. Dix, NJ  
Ft. Lewis, WA  
Ft. Riley, KS  
Camp Atterbury, IN  
Camp Shelby, MS

Power Projection Platforms (PPPs)

Ft. Bragg, NC  
Ft. Benning, GA  
Ft. Campbell, KY  
Ft. Carson, CO  
Ft. Drum, NY  
Ft. Hood, TX  
Ft. McCoy, WI  
Ft. Polk, LA  
Ft. Sill, OK  
Ft. Stewart, GA

Power Support Platforms (PSPs)

Ft. Gordon, GA  
Ft. Knox, KY  
Ft. Leonard Wood, MO  
Ft. Sam Houston, TX  
Ft. Hunter Liggett/Camp Roberts, CA

Gowen Field, ID

C.5.3.2 Due to the ever changing nature of the CSBS mission, the following sites are added to the contract effective immediately:

Fort Gordon, Fort Knox, Fort Sam Houston, Fort Hunter Liggett/Camp Roberts, Camp Atterbury, Camp Shelby, and Gowen Field.

This increases the total number of installations from 16 to 22 and encompasses the mobilization stations controlled by FORSCOM. OCONUS mobilization stations are not covered under the CSBS contract and must use locally constructed IDIQ vehicles for support. This PWS and supporting documents may be used as models for those contracts.

C.5.4 TASKS: Different intervals of surge and lull may occur at the mobilization stations. Local management of contracted services shall address these issues by defining a specific contract period, level of effort and standards required for each issued TO.

1. Contract/Task Order Management.

a. General requirements. Task 1 of each TO shall be developed using Performance Based Service Contracting (PBSC) techniques. Included are the performance standards that will allow the Task Manager (TM) to measure the efficiency and effectiveness of the contractor's performance. The standard for this task is to successfully execute 95% of all TOs as determined by each and every TO customer.

b. Task Order Management, Subtask 1: Provide contract level program management. Provide the technical and functional activities at the contract level needed for the program management of this PWS. Include productivity and management methods such as quality assurance, configuration management, work breakdown structuring, and human engineering at the contract level. Provide centralized administrative, clerical, documentation and related functions.

c. Task Order Management, Subtask 2: Provide Task Order management. Prepare TO management plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements throughout TO execution. Provide a monthly status report monitoring the quality assurance, configuration management, security management applied to the TO (as appropriate to the specific nature of the PWS), narrative of accomplishments, delivery of labor, and all associated TO costs incurred. This report must be in sufficient detail to permit the government to validate, approve and pay invoices in a timely manner.

TASK AREAS:

Task 1 - Plans.

a. General requirements. Augment the garrison with trained personnel to manage mobilization planning. This may require work outside normal duty hours including 24-hour operations and shift work. Conduct all actions in accordance with the Army Mobilization and Operations Planning and Execution System (AMOPES), the FORSCOM Mobilization and Deployment Planning System (FORMDEPS) and the First US Army "First Team Standing Operating Procedure (SOP)".

b. Focus on six primary objectives of unit processing from reception of the mobilized unit at the mobilization station to deployment. The objectives are:

1. Housing and feeding;
2. Facilitating Soldier Readiness Processing (SRP);
3. Coordinating the processing and shipment of unit vehicles and equipment;
4. Assisting the Mobilization Assistance Team (MAT) with the planning of individual and collective training;
5. Participating in unit validation;
6. Unit deployment.

c. Plan and schedule all required mobilization processing. Prepare and update handbooks and "read ahead" books for senior leadership, middle management or action officer level. Update garrison mobilization planning and execution documents. Supervisory positions under this task require, as a minimum, a security clearance level of Secret. Non-supervisory positions may require clearances and shall be specified in individual TOs.

## Task 2 - Training.

a. General requirements. Augment the garrison with trained personnel to conduct mobilization training. This may require work outside normal duty hours, including 24-hour operations and shift work. Services under this task may include but are not limited to the stated requirements. Support and assist with the management of training events and calendars. Develop and execute non-standard range and training requirements. Prepare training schedules. Manage and coordinate all training resources. Coordinate with the MAT to develop training plans. Schedule training ranges and training areas for units. Manage training ammunition. Assist units in developing post-mobilization training using applicable documents including applicable field manuals, mission training plans and unit mission essential task lists. Manage training readiness. Coordinate sustainment training for validated units remaining at the mobilization station for an unspecified period. Maintain unit and individual training records. Review, evaluate, track and report the training status of mobilized units. Coordinate with the training support division. Provide support to meet training aid requirements. Assist in validating training readiness and provide feedback in accordance with objectives of applicable Army regulations, FORSCOM regulations, FORMDEPS and other applicable standards.

b. Conduct weapons training. Plan, supervise and execute turnkey range operations. Provide Primary Marksmanship Instruction (PMI) to all mobilized units. Provide trained personnel proficient with all standard small arms and crew served weapons to supervise live-fire ranges. Supervise firing line activities to include movement and positioning of troops, readiness and clearance of weapons, proper safety and tower procedures. Provide range control services including target operation and maintenance. Request medical support as required. Assist units on qualification ranges with weapon malfunctions. Order training supplies. Assist units with coordination for ammunition delivery and residue turn-in.

c. The standard for this task is to have a minimum of 95% of training plans accepted as accurate and complete by the TO customer. Conduct all activities in accordance with applicable Department of the Army and local policies and regulations 100% of the time. Complete training to Army standards 100% of the time according to appropriate field manuals and other training guidance. Complete training with a 90% qualification rate for each unit.

### Task 3 - Mobilization.

a. General requirements. Augment the garrison with trained personnel to manage the mobilization, deployment, redeployment and demobilization cycle. This may require work outside normal duty hours including 24-hour operations and shift work. Provide supervisory and liaison personnel to manage throughput of mobilizing/demobilizing soldiers and units. Serve as the focal point for all mobilization and demobilization functions at the mobilization station (MS). Monitor the validation and readiness status of all units. Supervisory positions under this task require, as a minimum, a security clearance level of Secret. Non-supervisory positions may require clearances based upon the specifics of the Task Orders.

b. Perform operations center functions. Manage an operations center in support of mobilization. This may require work outside normal duty hours including 24-hour operations and shift work. Manage daily operation and flow of priorities between mobilized units and support elements. Maintain communication and coordination with higher, lower and state and local organizations. Participate in unit validation. Conduct installation support coordination meetings for air, rail and bus movements on and off post. Facilitate unit deployment. Coordinate and control information flow into, within, and from the operations center. Prepare and conduct daily mobilization status briefings. Coordinate and conduct standard briefings (advance party, theater specific, country, deployment, reunion, individual requirements, training, etc.). Maintain and update mobilization data in the Global Command and Control - Army (GCCS-A) database. Monitor communications systems (GCCS-A, Global Combat Support System (GCSS), Worldwide Individual Augmentation System (WIAS), Non-Secure Internet Protocol Router (NIPR) and Secret Internet Protocol Network (SIPRNET) traffic) for orders, reports, alert messages, mobilization messages, personnel planning guidance and other information. Process and disseminate the information as appropriate. Prepare daily situation reports in accordance with published guidelines. Track mobilization orders, arriving and departing units, unit training progress and equipment shortages. Coordinate administrative, logistic, and training support. Assist in resolving concerns between the support staff and/or units. Perform liaison between the operations center, active component and activated RC units, Aerial Ports of Embarkation/Debarcation (APOE/D) and Sea Ports of Embarkation/Debarcation (SPOE/D). Provide administrative support to mobilized activities.

c. Provide Public Affairs (PA) support. Augment the garrison Public Affairs Office (PAO) with personnel to provide public affairs planning, media relations for mobilization, deployment and return. Provide photojournalist services. Provide broadcast journalist services. Coordinate media events for mobilized unit arrival and departure. Cover stories for local units that deployed into theater. Assemble information packets consisting of standard PAO guidance, hometown news release instructions, media policy in military operations information, casualty affairs administrative information and other appropriate information.

### Task 4. Security.

a. DPTMS - Information Security, Personnel Security, Industrial Security and supporting Security Education, Training and Awareness (SETA) programs. General requirements. Augment the garrison with trained personnel to provide a full range of Information Security, Industrial Security, Personnel Security and supporting SETA program management and support services, in accordance with Army Regulations (AR 380-5, AR 380-67 and AR 380-49); authorities as established in FORMDEPS (FC Reg 500-3-1); applicable

Department of Defense policies; and the IMCOM OIP for proper execution of funds in support of this task. This may require work outside normal duty hours including 24-hour operations and shift work. Performance metrics and measures will be used to monitor contractor personnel performance. All contractor personnel performing within this task require a Secret security clearance and will execute security program support tasks under the guidance, direction and oversight of a government employee.

(a) Task 4, Security, Information Security (AR 380-5), Subtask 1: Provide information security program management and support, guidance and assistance to personnel and organizations.

(b) Task 4, Security, Personnel Security, AR 380-6, Subtask 2: Provide personnel security clearance management support, guidance and assistance to personnel and organizations.

(3) Task 4, Security, Industrial Security, AR 380-49, Subtask 3: Provide industrial security program support, guidance and assistance to classified (non-SCI) contracts let in support of personnel and organizations.

(d) Task 4, Security, SETA, AR 380-5, AR 380-67, AR 380-49, Subtask 4: Provide Security Education, Training and Awareness support, guidance, assistance and products to personnel and organizations (in support of information, personnel and industrial security program requirements).

#### Task 5 - Human Resources.

a. General requirements. Augment the garrison with trained personnel to provide full service personnel support for mobilization, deployment, redeployment and demobilization. Provide support to non-deploying Soldiers, to include rear detachment, created by the deployment of AC human resource providers and/or additional "Surge" work created by deployment/mobilization. This may require work outside normal duty hours including 24-hour operations and shift work. Provide full service personnel support for mobilizing RC soldiers, units and backfill support to active component soldiers. Perform active component backfill management. Provide a control element for all mobilization personnel readiness activities. Provide trained personnel with appropriate security clearances to manage a unit and or soldier postal operations center (separate or combined with the existing installation post office). Calculate unit readiness in four areas: assigned strength; available (overall) strength; available Military Occupational Specialty Qualification (MOSQ) strength; and available senior grade strength.

b. Task 5, Human Resources, Subtask 1: Provide Soldier Readiness Processing (SRP). The standard for this subtask is as follows: Perform all personnel actions related to mobilization and deployment. This may require work outside normal duty hours including 24-hour operations and shift work. Conduct in and out processing, reassignment, transition, and records management for mobilizing units and individual soldiers. Coordinate and develop SRP schedules with units, MAT, operations center, Joint Forces Headquarters (JFHQs) and Regional Readiness Commands (RRCs). Report status of filler personnel to mobilizing units. Update files. Provide transportation manifest services for deploying soldiers, civilians and units. Verify information on the Record of Emergency Data, DD Form 93. Coordinate with Medical Activity (MEDDAC) and Dental Activity (DENTAC) representatives for pre-review and pre-screening of medical and dental records. Prepare locator cards (DA Forms 3955) on personnel processing through the SRP site. Assist

units in filling out personnel mobilization worksheets. Collect Unit Status Report (USR) information from units. Perform cross leveling of personnel as required to include tracking of Derivative Unit Identification Codes (DUICs). Provide and coordinate support for excess, non-deployable, legal hold, and administrative hold soldiers.

c. Task 5, Human Resources, Subtask 2: Manage personnel accountability. Provide strength management and reporting services. Prepare and process assignment, change of station and movement orders. Process and administer leaves. Process and control passes. Register deploying Army Civilians in the Civilian Tracking System (CIVTRACKS). The standard for this subtask is to provide 100% of unit level orders processing.

d. Task 5, Human Resources, Subtask 3: Manage personnel records. Maintain individual mobilization files for all mobilized soldiers. Conduct joint inventories of unit personnel records, finance records, medical/dental records. Maintain unit mobilization folders. Process evaluation reports. Control medical/administrative holds records; legal actions and suspension of favorable personnel actions. Prepare, maintain and process retirement requests. Prepare and process all Certificates of Release or Discharge From Active Duty (DD214's). Prepare, process and issue ID cards and tags. Prepare and process awards. Prepare reports and routine correspondence.

e. Task 5, Human Resources, Subtask 4: Provide Electronic Military Personnel Office (EMILPO) and database support. Process all Standard Installation Division Personnel System (SIDPERS) and EMILPO actions. Perform system updates using Regional Level Application Software (RLAS) (US Army Reserve management). Supervise EMILPO updates. Enter RLAS updates onto the RC System. Provide Mobilization Level Application Software (MOBLAS) quality control. Establish and maintain a locator database.

f. Task 5, Human Resources, Subtask 5: Provide military HR support to installation permanent party population as a result of deployment of AC Soldiers. Support to military HR providers due to increased (Surge) workload associated with deployment/mobilization, to include promotions, Soldier actions and applications, eMILPO, evaluation processing, ID cards/DEERS RAPIDS, strength accounting and distribution, military personnel file maintenance, TCS orders, casualty assistance centers (CAC) and other military HR functions that increase as a result of deployment/mobilization.

#### Task 6 - Finance.

Services under this task may include but are not limited to the stated requirements. Augment the garrison with trained personnel to provide full service military finance support to 100% of mobilizing and demobilizing units and soldiers. Provide full service Army civilian pay services as required. This may require work outside normal duty hours including 24-hour operations and shift work. Supervise and schedule SRP finance coverage. Coordinate with home station unit Point Of Contact (POC), Defense Finance and Accounting Service (DFAS), Regional Readiness Commands (RRCs) and Joint Forces Headquarters (JFHQ) as required. Review finance actions completed at home station. Review MOBLAS unit finance actions. Verify required finance documentation. Correct errors and resolve omissions. Verify unit pay input, entitlements and W-2 information. Provide financial advice and briefings. Provide military pay customer service, cashier service, debt management services, separations processing services and other finance services. The standard for this task is to ensure 100% compliance with regulatory controls.

#### Task 7 - Material Management and Supply.

a. General requirements. Services under this section may include but are not limited to the following: Augment the garrison with trained personnel to provide logistical support for mobilizing and demobilizing Army National Guard (ARNG) and United States Army Reserve (USAR) units for CONUS and OCONUS operations. This may require work outside normal duty hours including 24-hour operations and shift work. Provide supply management for all classes of supply (except Class VIII). Provide requisition, receipt, storage, issue and turn-in services. Provide logistics staff supervision. Prepare and maintain sub-hand receipts, clothing records, supporting document files, requisitions, expandable/durable supply equipment records, real property records, and property accountability records. Identify requirements. Receive, record and distribute equipment and parts to mobilizing units. Manage the Unit Level Logistics System-Ground (ULLS-G). Provide data input into the supply system. Control daily operation and flow of priorities between mobilized units and support elements. Coordinate with units and the installation Directorate of Logistics (DOL). Coordinate and support the logistics requirements of a multifunction detachment. Provide oversight management of supply rooms, dining facilities, arms rooms, motor pools, Central Issue Facilities (CIFs), transportation, budgets, maintenance, Ammunition Supply Points (ASPs), fuel points, warehouse operations, Troop Issue Subsistence Activities (TISAs), shipping and receiving, major end items (Class VII) and Class IX.

b. Task 7, Material Management and Supply, Subtask 1. Provide Petroleum, Oil and Lubricant (POL) (Class III) support. Staff and manage fuel points for mobilized units. Provide fuel handler services. Provide trained fuel handlers who possess Hazardous Material (HAZMAT) certification. Provide fuel support for unit training ranges and other field training. Refuel vehicles on training ranges and during other field training. Compile data for fuel on hand, issued and received.

c. Task 7, Material Management and Supply, Subtask 2. Provide Ammunition (Class V) support. Provide support to ammunition transfer points and training ranges. This may require work outside normal duty hours including 24-hour operations and shift work. Operate Ammunition Holding Areas (AHAs). Provide trained ammunition handlers who possess Hazardous Material (HAZMAT) certification and an ammunition handler's card. Provide trained drivers who possess HAZMAT certification and an ammunition handler's card to load, haul and unload ammunition. Coordinate delivery of Class V basic loads for mobilized units to the Sea Port of Embarkation (SPOE) and the Aerial Port of Embarkation (APOE). Assist in determination of ammunition To Accompany Troops (TAT) and preparation of DA Forms 581, Request for Issue and Turn-in of Ammunition. Determine explosive weights and the need for transportation assets. Manage the turn-in, storage and disposition of unserviceable ammunition and residue.

d. Task 7, Material Management and Supply, Subtask 3: Provide Major End Item (Class VII) support. Manage Major End Items (Class VII) held in Unit Residual Equipment (URE), cross-level stockage and Operational Readiness Float (ORF). Maintain the master Class VII document register. Coordinate inbound and outbound transportation of items. Initiate forward push or disposition of URE. Review unit cross-leveling list from RRC or JFHQ. Verify that appropriate cross leveling at home station was accomplished.

e. Task 7, Material Management and Supply, Subtask 4: Provide Repair Parts (Class IX) support. Provide all Class IX supply functions to include oversight management, warehousing, direct exchange, issue, turn-in, restocking and the master document register. Operate a lead-



acid battery issue, turn-in and recycling point. Collect and dispose of all Class IX items with HAZMAT components.

f. Task 7, Material Management and Supply, Subtask 5: Manage property records and requisitions. Provide Property Book Officer (PBO) support services. Provide property book management and stock and inventory control services. Manage installation property books for mobilized units to include billets, industrial facilities and training areas. Provide services as the primary hand receipt holder for soldier barracks. Action and review requests for supplies and services, maintenance and transportation requirements. Prepare and process reports of survey, statements of charges and cash collection vouchers. Verify that appropriate cross leveling of equipment at home station was accomplished. Verify that requisitions are prepared for outstanding equipment shortages and are appropriately logged to a document register. Manage equipment shortage requests for Non-national Stock Number (NSN) items. Provide oversight of unit equipment shortage requisitioning. Provide oversight of equipment ordering. Confirm accuracy of overall unit equipment rating. Verify that delegation of authority for receipt of supplies and signature cards are prepared. Assist mobilized units with requisitions, document register maintenance and with automated property accountability.

g. Task 7, Material Management and Supply, Subtask 6. Operate a Central Issue Facility (CIF). Coordinate and manage Organizational Clothing and Individual Equipment (OCIE) operations. Provide management and staffing for CIF warehouse/s, inventory, storage, issue and turn-in of OCIE. Provide workforce management and staffing for CIF issue stations. Provide item issue control. Augment CIF sewing service to prepare nametags, sew patches and perform repair tasks. Assign duties at issue stations or warehouses. Schedule times for issue/turn-in. Post document registers. Issue and account for property. Requisition specialized items of OCIE.

#### Task 8 - Services.

a. Augment the garrison with trained personnel to provide subsistence, laundry, and supply and warehouse services. This may require work outside normal duty hours including 24-hour operations and shift work. Services under this section may include but are not limited to the following:

b. Provide subsistence services. Supervise the food service program. Perform liaison between the garrison and units. Coordinate and manage food service operations for all dining facilities supporting mobilization. Coordinate and manage the provisioning of Subsistence (Class I) to training ranges and other field training sites. Request, pick up, and deliver subsistence. Review food service requests. Verify basic loads of Class I. Provide cook and dining facility attendant services to various increments of personnel.

c. Provide supply and warehouse services. Provide packing, crating, blocking, bracing, shipping, receiving, inspection, quality control, material handling, supply accounting and warehouse services.

#### Task 9 - Movements.

a. General requirements. Augment the garrison with trained personnel to support the transportation of units, individuals and equipment. This may require work outside normal duty hours including 24-hour operations and shift work. Support movements by air, rail, sea, and ground modes of transportation. Evaluate transportation options and determine transportation requirements. Coordinate on-post transportation requirements. Monitor cargo

and material shipments to ensure accountability. Maintain accountability of equipment. Consolidate, prepare, review and process reports. Provide personal property services to include inventorying the residual personal property of mobilized/deployed soldiers and preparing the property for storage. Perform convoy control. Provide trained Material Handling Equipment (MHE) operators to operate 50 ton Rough Terrain Container/cargo Handlers (RTCHs), 40-ton cranes, 10K forklifts, 6k forklifts, and other MHE. The contractor may be required to provide 50 ton RTCHs, 40-ton cranes, 10K forklifts, 6k forklifts, and other MHE. Provide oversight and management of rail operations. Provide trained locomotive engineers and switchmen. Provide cargo inspection services. Technically inspect all equipment for air transport prior to flights. Provide inspection services for Military-Owned Demountable Containers (MILVANS) and other equipment. Supervise joint inspections and movements of soldiers and equipment.

b. Unit movements. Provide trained personnel for all administrative, communication and training functions associated with unit movements. Review Unit Movement Plans (UMP). Conduct and assist units with Automated Unit Equipment List (AUEL) updating. Provide trained personnel who possess Secret security clearances to enter AUEL updates into a computer database using the Transportation Coordinator Automated Information Management System (TC-AIMS) and/or the Transportation Coordinator Automated Command and Control System (TC-ACCIS). Track all unit movements. Review driver and equipment licensing documentation. Verify Hazardous Material (HAZMAT) documentation.

c. Provide freight services. Provide cargo loading and unloading services including but not limited to rail and aircraft. Manage and operate a container yard. Provide services for Aerial Ports of Embarkation (APOE) and Aerial Ports of Debarkation (APOD). Move personnel, vehicles, containers, equipment and cargo to and from rail yards, on and off installations, to and from rail staging and marshalling areas, to and from airfields and on and off aircraft. Provide trained drivers to transport and download containers and vehicles from a railhead to motor pools.

d. Provide Arrival/Departure Airfield Control Group (ADACG) services. Provide aircraft fueling services. Provide personnel who have successfully completed air HAZMAT course training and air-load planner course training. Verify and certify all HAZMAT cargo for loading on aircraft. Provide trained personnel to enter and complete Automated Load Planning System (ALPS) and Tactical Personnel Systems (TPS) databases to provide to Air Force aerial ports. Provide trained k-loader operators and k-loader services. Supervise operations on airfield and service ramps. Execute operational tasks on the airfield and service ramps. Provide passenger management.

e. Provide trained bus and 15 passenger van drivers to perform shuttle services, transportation to and from training and for administrative purposes. Provide driver and vehicle dispatch services. The contractor may be required to provide buses and 15 passenger vans. Such a requirement will be indicated in the TO provided by the installation. Provide trained 10 and 15-ton tractor and 25, 40-foot flatbed and box trailer drivers. The contractor may be required to provide 10 and 15-ton tractor and 25, 40-foot flatbed and box trailer vehicles. Such a requirement will be indicated in the TO provided by the installation.

#### Task 10 - Equipment Readiness and Maintenance.

a. General requirements. Augment the garrison with trained personnel to manage equipment readiness and maintenance. This may require work outside normal duty hours including 24-hour operations and shift work.

Conduct all actions in accordance with Department of the Army, FORSCOM and First US Army regulations; and local standards and policies.

b. Services under this section may include, but are not limited, to the following:

Provide maintenance management services. Manage equipment inspection, repair and maintenance. Provide direct coordination between mobilizing units, demobilizing units and maintenance departments. Provide management data and maintenance status reporting services to units, the installation and higher headquarters. Assist mobilized units with maintenance administration. Provide trained equipment inspectors and perform initial equipment inspections. Identify and order the repair parts needed to bring equipment to the designated level of readiness for deployment. Manage the Authorized Stockage List (ASL). Establish maintenance priorities and schedule the flow of unit maintenance through motor pools. Operate an authorized cannibalization point. Track maintenance actions. Prepare unit equipment for shipment to theater. Technically Inspect (TI) equipment for demobilization purposes. Provide historical records of mobilization and demobilization of units.

c. Provide maintenance services. Provide trained personnel to staff and operate repair facilities for all mission essential equipment. Provide trained personnel to perform the following services: mobile maintenance; vehicle recovery; welding; machinist services to fabricate parts; textile repair; small arms repair; light wheel, heavy wheel, and track vehicle maintenance; construction equipment repair; electric repair; electronic repair; alternator repair; refrigeration services; power generation mechanic services; and Nuclear Biological and Chemical (NBC) defense equipment repair services.

d. The standard for this task is to bring 100% of unit equipment to the designated level of readiness for deployment and upon redeployment and demobilization, prior to return to homestation.

#### Task 11 - Billeting and Facilities.

Augment the garrison with trained personnel to provide billeting and facilities services. This may require work outside normal duty hours including 24-hour operations and shift work. Services under this section may include but are not limited to the stated requirements. Manage and maintain the facilities assigned to support mobilization on an installation including soldier quarters, dining facilities and other buildings. Manage space allocation. Manage billeting operations. Manage contract billeting for soldiers who have completed the mobilization process and are assigned to the installation. Assign unit billets when advance parties arrive. Make off post room assignments. Provide billeting inspection services. Issue and turn in rooms and linen. Order billet supplies and equipment for mobilizing units. Prepare and maintain real property records. Submit work orders for repairs and general maintenance of buildings. Perform estimating. Work with the Integrated Facilities System (IFS) database. Forecast future billeting requirements based on projected mobilization loads.

#### Task 12: Information Management.

a. General requirements. Augment the garrison Directorate of Information Management (DOIM) with trained technicians and supervisory personnel to provide oversight of mobilizing unit automation needs. This may require work outside normal duty hours including 24-hour operations and shift work. Services under this section may include but are not limited to the stated requirements. Provide subject matter expertise in support of command

and control systems involved in mobilization. Specific requirements shall be identified in the individual TOs.

b. Task 12, Information Management, Subtask 1: Provide information systems operations support. Plan, integrate, install, operate, maintain and provide supervision for multi-function/multi-user information processing systems, peripherals, and associated devices for workstations requiring Local Area Network (LAN) connectivity and domain access. Provide services on classified and unclassified systems. Interface with Installation Management Agency (IMA) network specialists to implement information system security requirements, physical connectivity requirements and required periodic updates. Troubleshoot currently installed computer equipment. Install and setup new computer equipment. Perform customized hardware and software installations. Administer and maintain Oracle, DB2, and other databases. Manage telephone services. Manage use of fax equipment. Provide video teleconference coordination. Provide help desk services.

c. Task 12, Information Management, Subtask 2: Provide Global Combat Support System (GCSS), Global Command and Control System-Army, and Secret Internet Protocol Router Network (SIPRNET) support. Provide trained personnel with the appropriate security clearances to operate and maintain GCSS, GCCS-A and SIPRNET equipment. Download and scan alert messages, mobilization messages, Operation Plans (OPLANs), personnel planning guidance and other messages and documents.

d. Task Area 12, Information Management, Subtask 3: Provide soldier computer center support. Staff and operate a computer center for units and soldiers to use to maintain Army Knowledge Online (AKO), access myPAY, participate in mobilization surveys and to complete required mobilization station reports. Comply with secure login protocols.